



**FEMA**

## PROGRAM NOTICE

### **FHWA/NFA National Traffic Incident Management (TIM) Responder Training Program Train-the-Trainer, T0690 – July 31 – August 2, 2015**

The Federal Highway Administration (FHWA) and National Fire Academy (NFA), are pleased to announce an educational opportunity to participate in the National Traffic Incident Management (TIM) Responder Training Train-the-Trainer (T-t-T) program, which is a critical component of the Strategic Highway Research Program 2 (SHRP).

The target audience for this offering is experienced trainers with Traffic Incident Management (TIM) experience from all traffic incident response disciplines to include:

- Metropolitan Fire Departments/
- Non-fire based EMS organizations
- State Department of Transportation Agencies
- State EMS Training Agencies
- State Fire Training Agencies
- State and Local Law Enforcement Agencies
- State Towing and Recovery Organizations.

Participants who complete the TIM train the trainer course will be asked to commit themselves to scheduling and providing one or more 4 hour traffic Incident Management Course training programs within 2-3 months of completion of this trainer certification course

The program is scheduled for August 1-2, 2015. (Class will be conducted Saturday and part of Sunday.) Arrival will be Friday, July 31. There will be a Friday evening orientation session at 7:30 p.m. Each attendee should bring their own personal computer. Students should plan travel accordingly in order to attend the orientation. Bus transportation will be provided from the airports as follows:

- Baltimore-Washington International (BWI) at 4:00 p.m. on July 31
- Washington Ronald Reagan Airports at 3:00 p.m. on July 31

Departures will be Sunday afternoon, August 2, 2015, at 1:00 p.m. back to both airports.

**Applicants must not make any TRAVEL plans to attend the program until the NETC Admissions Office notifies them in writing of their acceptance.**

Participants will be provided a travel stipend to offset the transportation expense and housing. Students must purchase a 21-day advance purchase, nonrefundable, economy coach-class ticket and travel on the correct days to receive full reimbursement. Those applicants enrolled in the course within 21-days of the course start date will be limited to the state ceiling amount for travel reimbursement. The state ceiling chart can be found in the NETC Welcome Package at [http://www.usfa.fema.gov/downloads/pdf/netc\\_welcome\\_package.pdf](http://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf).

Classroom facilities will be provided at the National Emergency Training Center (NETC) in Emmitsburg, Maryland (more information will be forthcoming with your acceptance notice). Meals and breaks during the T-t-T Program will be the responsibility of the participant or sponsoring agency (cost is \$50.08 which covers dinner on Friday evening, all three meals on Saturday, breakfast and lunch on Sunday, and breaks while class is in session. All attendees are required to purchase a meal ticket if they are using campus lodging. Additional information about travel arrangements will be provided with the confirmation notice from the NETC Admissions Office.

Application forms (FEMA Form 119-25-2) can be downloaded from <http://www.usfa.fema.gov/training/nfa/admissions/apply.html> . Completed applications with required signatures must be received by Friday, July 10, 2015. Please mail completed applications to NETC Admissions Office, 16825 South Seton Avenue, Emmitsburg MD 21727. Applications can also be emailed to [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov) or faxed to 301-447-1441. You will receive a notification of the disposition of your application within seven days following the application closing period. Please make sure your application includes the FEMA Student Identification (SID) Number as your student identifier. If you do not already have a FEMA SID, you can obtain one by going to <https://cdp.dhs.gov/femasid>. Click on the “Need a FEMA SID” box on the right side of the screen. Follow the instructions and provide the necessary information to create your account. You will receive an email with your SID number. You should save this number in a secure location.

For questions or further information regarding the NETC admissions process or NETC campus logistics, contact Jo Ann Boyd at [joann.boyd@fema.dhs.gov](mailto:joann.boyd@fema.dhs.gov) or by calling 301-447-1415. Information on the curriculum or course content can be directed to James Austrich at [James.austrich@dot.gov](mailto:James.austrich@dot.gov) or by calling 202-366-0731.

Thank you for your interest and we look forward to your participation in this important educational opportunity.

FEMA prepares the nation for all hazards and manages federal response and recovery efforts following any national incident. FEMA also initiates mitigation activities, trains first responders, works with state and local emergency managers, and manages the National Flood Insurance Program and the U.S. Fire Administration. FEMA became part of the U.S. Department of Homeland Security on March 1, 2003.